**BELFORD COMMUNITY GROUP**

**END OF GRANT MONITORING FORM**

1. Your Details

|  |  |
| --- | --- |
| Name of Organisation/Group |  |
| Charity Number if applicable |  |
| Name of person completing form |  |
| Position |  |
| Contact address inc. Postcode |  |
| Daytime telephone number |  |
| E-mail address |  |

1. Details of The Award

|  |  |
| --- | --- |
| Date of Award |  |
| Sum Awarded |  |
| For what purpose was the grant awarded |  |
| Conditions imposed e.g. deadline for expenditure of grant |  |

1. About the funded project/activity

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| --- |
| What was your group able to do as a result of receiving this grant |
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| --- |
| Who has benefited from your project? |
|  |

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| --- |
| How many people have benefited as a result of receiving the grant |
| Please tell us how you have estimated this figure. |

|  |
| --- |
| Did this award fully or partially fund your project. If partially please detail what was the total cost and where or how you obtained the balance of the funding required. |

1. Evidence of grant expenditure and project completion

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| --- |
| Please provide copies of receipts relating to this grant |
| If possible provide photographs of completed project |
| Other supporting evidence such as newspaper reports or letters or appreciation is also welcome |

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| DECLARATION |

1. I am authorised to make this report on behalf of the above organisation
2. I certify that the information in this report is correct
3. I understand that the information provided may be used in publicity by Belford Community Group.

|  |
| --- |
| Signature |
| Name  ( please print) |
| Date |

An Evaluation and monitoring from demonstrates that the grants the community group awards to applicants are spent according to the original grant application and that we are using the funds we have at our disposal in an efficient manner that is beneficial to our community.

The form will ensure accountability and value for money. Monitoring is considered to be good management practice and will give us information about what is being achieved with our funding. By evaluating the returned monitoring forms we will examine and record what the award has achieved against what was expected and allow us to formulate funding policy for the future.

We will have a formal record which will show how the Community Group is making a difference.

If ever questioned about our funding procedure we can show that we have been conducting the business of the group professionally.

The proposed form is relatively short and informal as we do not want it to be daunting and therefore off putting. The grant application form should be amended to include an agreement to complete the monitoring form and a date by which it will be returned.